

7 AUG 1968

MEMORANDUM FOR THE RECORD

SUBJECT: PATB

25X1

1. On 31 July 1968, the PATB status was reviewed with Mr. Wattles, Mr. [REDACTED], Dr. Tietjen, and Dr. [REDACTED] reported that the printing of the field portion of the test had been delayed due to PSD priorities but that the new completion date is 1 August.

2. The schedule for Part I following delivery of the printed test is:

a. Dispatch of Mr. [REDACTED] letter to the recruiters to which copies of the test will be attached. (We had requested OP to adjust the draft letter to eliminate or soften the reference to the National Security Agency.)

b. As individual schools agree to on-campus testing in discussions with recruiters, this information will be passed to Headquarters and on to [REDACTED] may advise its representatives by letter (the revised draft of which was approved by the DD/S on 5 August).

c. Upon receipt by [REDACTED] of acceptance of revised arrangements by individual campus test administrators our recruiters will be advised and contact between recruiter and test administrator will be established. The campus will then be "in business". We will thus have an incremental implementation of the new test arrangement.

3. The off-campus space has also been confirmed in all locations except [REDACTED] reported that Mr. [REDACTED] believes that the [REDACTED] arrangement would be awkward. He recommended instead that we use [REDACTED] school which has previously been used for other testing programs. This is to be looked into further — especially the worry that we have to become involved with city administration and school officials. It was agreed that [REDACTED] arrangement would be established as a fall-back.

4. Part II -- After some discussion, in which Mr. [ ] indicated that OP had been in touch with various "customers" but had not yet sat down with the results of these consultations to talk with OMS, it was agreed that we must have the who, what, when, and where pinned down very soon. 9 August was established as the date on which a coordinated outline would be available. On the question of length of time candidates would spend at Headquarters, note was made of the desirability of concentrating activities so that the candidate was not required to call at every building in which the Agency has space. Hopefully it can be arranged so that his time will be spent in Rosslyn and at Headquarters only.

[ ]  
John W. Coffey

ADD/S:JWC/ms (6 August 1968)  
Distribution:  
Orig - DD/S Subject File ✓  
1 - DD/S Chrono

*fact: Please tie down a specific time element it will take A+E to administer the Ridge part of the test and report results. If this is not adhered to all sorts of problems will result including the loss of the applicant. In this same context - how long does it take the medical staff to report the results of the Ridge medical examination of applicants?*

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SPECIAL INSTRUCTIONS  
for the  
Professional Applicant Test Battery

1. The Contractor's Field Representatives register the candidates, assign them to centers, issue tickets of admission and arrange for test dates directly with the supervisors, as administrations are needed. Therefore, with the exception of the fact that the tests are ordinarily administered on Saturday mornings, we cannot predict specific test dates, number of administrations or number of candidates.
2. The Field Representatives must be able to arrange a test date with the supervisor on a maximum of twelve days' notice. For instance, a Field Representative should be able to call the supervisor on a Tuesday to arrange for an administration on the following Saturday or the Saturday after that.

In most cases, the number of candidates tested at each administration will be quite small, perhaps an average of five, with a maximum of 24 candidates on any one date under ordinary circumstances.

The program will operate during the fiscal year, July 1, 1968 to June 30, 1969. The Field Representatives are aware, of course, that you will be away at times during the year on vacation or for other reasons. If your Representative calls while you are away, he will delay the administration until your return.

3. The test booklets are re-used indefinitely. Supervisors are supplied with sufficient books to test the maximum number of candidates expected at their center on any one test date, and with sufficient answer sheets for the year. Supervisors must, therefore, accept responsibility for the security of the test materials for the whole year.
4. If you do not expect to do this testing personally at all administrations, please be sure to send the name or names and positions of your associates who might administer these tests during your absence.
5. The location of the testing site is:

Federal Building  
Room \_\_\_\_\_  
City, State \_\_\_\_\_